

SECRET

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MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Science and Technology
Deputy Director for Support
Inspector General

SUBJECT : Improving Federal Reporting and Reducing
Related Paperwork

REFERENCES : a. Memo dated 5 Aug 70 to Heads of Depts.
& Agencies from the President, same subject
b. Transmittal Memo No. 1 to BOB Circular
No. A-44 Revised, dated 17 June 1970

1. The Director and other Heads of Departments and Agencies have received from the President a memorandum calling for a comprehensive Government-wide review of paperwork requirements, looking to improvements in Federal reporting and reduction of related paperwork. The Office of Management and Budget Circular No. A-44 (Transmittal Memorandum No. 1) presents the framework and procedures for the review.

2. The Agency will divide this task into two parts. Administrative/management reporting will be reviewed by a task force to be formed under the chairmanship of the Deputy Director of Planning, Programming, and Budgeting, [REDACTED] Each Deputy Director and the Inspector General shall appoint a senior officer to serve on the task force. The second part of the review will address intelligence reporting, on which separate instructions will be provided.

3. The OMB Circular requires reporting on the review in the form of an attachment to the annual management improvement report due 30 September 1971. An interim report, originally due 30 September 1970

GROUP 1
Excluded from automatic
downgrading and
declassification

but on which an extension to 30 October has been given us by OMB, is to identify and cost current reporting systems, and establish dollar and manhour savings goals based on a review of reporting requirements. Please select your task force member and advise

[REDACTED]

R. E. Cushman, Jr.

R. E. Cushman, Jr.
Lieutenant General, USMC
Deputy Director

Attachments:

References a. and b.